**Rocky Point Historical Society**

**Collection Policy**

**Revised February 2022**

1. All objects accepted into the collection of the Rocky Point Historical Society become exclusive and absolute property of the Rocky Point Historical Society and may be displayed and retained in the interests of the Society.

2. Gifts to the Rocky Point Historical Society may be tax deductible in accordance with the provisions of the Federal income tax law.

3. Obtaining appraisal values for tax purposes is the responsibility of the donor. The Rocky Point Historical Society’s personnel are not permitted to appraise objects, nor can the Society pay for the appraisal.

4. In the event of the disbandment of the Rocky Point Historical Society, donated objects will be transferred to a local Historical Society, in the name of the donor.

5. Donors must complete the Gift Donation Form, and agree to the following statement:

I, being the legal owner or authorized agent for the legal owner of the property described on the reverse side, hereby give to the Rocky Point Historical Society, for its use and benefit, the property described on the reverse side. In addition, I give all copyright and associated rights pertaining to the gift. To the best of my knowledge I have good and complete right, title and interest (including all transferred copyright, trade mark, and related interests) to give. I have no objections to my name appearing as donor in connection with this gift in the Society’s records, newsletter and other descriptions.

6. Deaccessioning of items in the collection

 Deaccessioning of items or materials in the RPHS collection will be done in a manner consistent with our mission statement and limited to the circumstances below. These conditions are taken from the Rules of the NY State Board of Regents, section 3.27, subdivision (c), paragraph 7:

1. the item is inconsistent with the mission of the institution as set forth in its mission statement;
2. the item has failed to retain its identity;
3. the item is redundant;
4. the item's preservation and conservation needs are beyond the capacity of the institution to provide;
5. the item is deaccessioned to accomplish refinement of collections;
6. it has been established that the item is inauthentic;
7. RPHS is repatriating the item or returning the item to its rightful owner;
8. RPHS is returning the item to the donor, or the donor's heirs or assigns, to fulfill donor restrictions relating to the item which the institution is no longer able to meet;
9. the item presents a hazard to people or other collection items; and/or
10. the item has been lost or stolen and has not been recovered.

6.2 Limitation on the Use of Funds from Deaccession

The use of funds derived from deaccession of collection material is limited by the Rules of the NY State Board of Regents, section 3.27 as follows. The proceeds derived therefrom shall not be used as collateral for a loan and shall be placed into a separate fund to be used only for the acquisition of collections, or the preservation, protection, conservation or direct care of collections. In no event shall proceeds derived from the deaccessioning of any property from the collection be used for operating expenses.

Adopted by the Board of Trustees

February 10, 2022

Attachment: Gift Donation Form